



APR 15 2005

HIV Health Services Planning Council
County Working Group Draft Agenda
Wednesday, April 20, 2005
25 Van Ness Ave, Room 330B
5:30-7:00 p.m.

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<u>Item</u>	<u>Presenter</u>	<u>Time</u>
Introductions	Group	5:30
Review/Approve Agenda	Group	5:33
Announcements	Group	5:35
Public Comment	Public	5:40
	Group	5:45
	Group	6:00
	Group	6:20
	Group	6:25
	Group	6:40
	Group/ Sparkie Spaeth	6:50
Next Meeting Date & Agenda Items	Group	7:00

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Responsibilities
Council reporting responsibilities.ilities
reporting responsibilities.

il Support trainings offered in the Counties as well as Council
support dollars for County groups food and supplies.

HIV Health Services Planning Council
730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office
25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:33
3. Announcements	Group	5:35
4. Public Comment	Public	5:40
5. Define the Scope of the Working Group <i>The group will define its scope of work.</i>	Group	5:45
6. Structure of Working Group <i>The group will discuss:</i>	Group	6:00
<ul style="list-style-type: none"> • Frequency of meetings • Commitment/ Membership • Standing Meeting time • Other items as needed 		
7. Elect Working Group Co-chairs-VOTE <i>The group will elect co-chairs.</i>	Group	6:20
8. Determine Planning Council Reporting Responsibilities <i>The group will discuss Planning Council reporting responsibilities.</i>	Group	6:25
9. Determine Grantee Reporting Responsibilities <i>The group will discuss Grantee reporting responsibilities.</i>	Group	6:40
10. Council Support for the Counties <i>The Committee will discuss Council Support trainings offered in the Counties as well as Council Support dollars for County groups food and supplies.</i>	Group/ Sparkie Spaeth	6:50
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San Francisco
 HIV Health Services Planning Council
 Counties Working Group Draft Agenda
 Thursday, May 5, 2005
 25 Van Ness Ave, Room 330B
 5:30-7:30 p.m.

APR 29 2005

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9-11-16

<u>Item</u>	<u>Presenter</u>	<u>Time</u>
1. Introductions	Group	5:30
2. Review/Approve Agenda	Group	5:33
3. Review and Approval of Minutes- April 20, 2005	Group	5:35
4. Announcements	Group	5:40
5. Public Comment	Public	5:45
6. Working Group Mission Statement- VOTE <i>The group will vote on a mission statement.</i>	Group	5:50
7. Define the Scope of the Working Group Continued <i>The group will continue the discussion to define its scope of work</i>	Group	6:00
8. Structure of Working Group <i>The group will discuss:</i> <ul style="list-style-type: none"> <i>Issues and concerns as indicated by group members.</i> 	Group	6:20
9. Determine Planning Council Reporting Responsibilities <i>The group will discuss Planning Council reporting responsibilities.</i>	Group	6:35
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Counties Working Group Draft MINUTES
Thursday, May 5, 2005
25 Van Ness Ave, Room 330B
5:30-7:30 p.m.

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MAY 17 2005

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Committee Members Present: Ellen Sweetin (co-chair), Walter Miller (co-chair), Michelle Long-Dixon, Wade Flores, Will Carter, Marshia Herring, Sparkie Spaeth, Russ Zellers
Council Support Present: Jack Newby, Nicole Matos

1. Introductions

2. Review/Approve Agenda

M. Herring: questioned the quorum structure and requested to have the issue revisited. Discussion of what makes a quorum and voting were added to #8 of the agenda.
The revised agenda was reviewed and approved by the group.

3. Review and Approval of Minutes- April 20, 2005

The minutes were reviewed and approved by the group.

4. Announcements

J. Newby: announced that the new Needs Assessment started the previous day with clients, therefore providers should expect to begin hearing about it from clients

W. Flores: announced the new website devoted to LGBT and HIV/AIDS issues in Marin, www.ourlifelinmarin.com. He also announced that he plans on starting a newsletter called HIV Consumers Report

5. Public Comment

None

6. Working Group Mission Statement- VOTE

Before the vote was taken the group discussed revising the work from the meeting before. Many committee members expressed a need to have expectations better spelled out. The revised Mission Statement that was voted on is:

1. Define roles, relationships and expectations among Planning Council, San Mateo and Marin county's DPH, county advisory groups and grantee San Francisco DPH (4 groups all together).
2. Develop a structure and process of ongoing communication between all groups stated above.
3. Decide on level of support, training, and technical assistance from the Grantee and the Planning Council to the county's health departments and advisory groups.

W. Miller: requested that the group vote

W. Flores: made motion to accept

There was unanimous approval of the reworked mission statement.

7. Define the Scope of the Working Group Continued

R. Zellers: pointed out that item # 3 of the Mission Statement should be part of Scope

W. Carter: requested to specifically understand exactly what is to be done, not the process of how it will get done. Wants the people in Marin to be trained on the Title 1 process regarding what everyone is responsible to do and who they are responsible to. Wants to have rules set, specifically what ordinances to follow.

E. Sweetin: pointed out that the contractual obligations are between the county and their DPH, therefore those would be different for different counties and would not be up for discussion for change.

R. Zellers: requested wanting to know where the authority rests.

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M. Long-Dixon: stated that we have an historical means of operation but the set rules have not been set. That is what this group needs to set a new precedent that ties back to relevant legal authorities.

M. Herring: stated that San Mateo uses SF's prioritization so they take what SF does and adapts to it, whereas Marin doesn't do it this way therefore it is necessary to keep this difference in mind when creating rules around this process and how the group will go about the work.

M. Long-Dixon: requested to know if this is the way prioritization is supposed to be done by law or just historical practice and asked who's ultimately accountable.

R. Zellers: stated that the Federal Government would look to SF DPH to have the authority of the funding but planning councils with the authority of prioritization.

With group discussion the following issues and questions were brought up as possible items to be included into the Scope of work. The group agreed that the format that could work best would be to make it more of a Q&A, like the Q&A section on the Care Council website:

1. Level of support
2. Define rules and expectations
3. Level of authority of the different groups regarding prioritization
4. Who is responsible for needs assessment?
5. Who sets the priority target populations, what's the process?
6. Who determines the categories for prioritization?
7. Who determines the composition and bylaws?
8. Information for planning council?
9. What are the expectations for the format?
10. Is the same information going to be supplied by each county for prioritization?
11. What's the role of the client in planning?
12. How are reductions/additions in funding done in each county?
13. Who is responsible for support of the advisory groups in each county? And what is "support"? training could be included in support, funding could be included in support, ensuring that ordinances are followed, minutes are taken and how is it paid for would fit into support.
14. When do we report to the council?
15. Do we have a presentation at the county level?
16. And who does the presentation?
17. Is the presentation from the DPH or from the advisory group or from the county?
18. What information is the advisory group responsible to present and what information is the DPH responsible to present?

Co-chairs will take all of these questions and put them together in more of a structure in order to have continued discussion and additions and requested that Council Support give them the minutes for this meeting ASAP in order to be able to refer to them during this process. The co-chairs will also research where money comes from to pay for Council Support.

J. Newby: stated that the Planning Council Support is prepared to offer training to anyone but has no say in how money is allocated, for example, Council Support would not be coordinating the note takers for all of the meetings of all of the groups.

8. Structure of Working Group

The group saw this item as having been discussed during the Scope discussion and will be revisited during the next meeting.

9. Determine Planning Council Reporting Responsibilities

The group saw this item as having been discussed during the Scope discussion and will be revisited during the next meeting.

10. Determine Grantee Reporting Responsibilities

Item was tabled. It will be discussed during the next meeting as agenda item: Define relationship between DPH and the counties.

11. Council Support for the Counties

Item was tabled.


12. Next Meeting Date & Agenda Items

The next meeting will be on Wednesday May 18th from 5:30-7:30pm at 25 Van Ness, room 330A

There was group discussion around the voting rules and quorum. After much discussion it was agreed that the group would as a whole be contentious of the fact that more often than not San Mateo will not have an equal number of votes therefore the other two counties will not steamroll over the needs of San Mateo.

The Meeting adjourned at 7:07pm

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MAY 17 2005

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4. Announcements	Group	5:40
5. Public Comment	Public	5:45
6. Define the Scope of the Working Group (Continued) <i>The group will continue the discussion to define its scope of work</i>	Group	5:50
7. Structure of Working Group <i>The group will review and discuss the structure of working group:</i> • <i>Issues and concerns as indicated by group members</i>	Group	6:20
8. Determine Planning Council Reporting Responsibilities <i>The group will continue discussion of Planning Council Reporting Responsibilities</i>	Group	6:40
9. Determine Grantee Reporting Responsibilities <i>The group will discuss Grantee reporting responsibilities and define the relationship between DPH and the counties.</i>	Group	7:00
10. Council Support for the Counties <i>The group will discuss Council Support trainings offered in the Counties as well as Council Support dollars for County groups' food and supplies.</i>	Group/Sparkie Spaeth	7:15
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Committee Members Present: Ellen Sweetin (co-chair), Will Boemer (co-chair), Will Carter, Charles Siron, Elyse Graham,

Committee Members Absent: Walter Miller (co-chair), Wade Flores, Brian DiCrocco, Dorothy Kleffner

Others Present: Rebecca Smith, Marshia Herring,

Council Support Present: Jack Newby, Nicole Matos

1. Introductions

CM Sweetin called the meeting to order and facilitated introductions.

2. Review/Approve Agenda

Group reviewed and approved the agenda. CM Sweetin stated that the co-chairs did not meet prior to this meeting.

3. Review and Approval of Minutes- May 5, 2005

Will Carter questioned #7 in the minutes regarding the Sunshine Ordinance and Brown Act. Will Carter agreed to provide to Council Support the exact wording that he would like to have in the minutes

4. Announcements

CM Siron discussed the Community Forum to get consumer input tomorrow at MCC 5-8pm

5. Public Comment

There were no public comments.

6. Define the Scope of the Working Group (Continued)

The group will continue the discussion to define its scope of work

CM Sweetin asked the group how they wanted to go about going over this list since the co-chairs did not meet previously, therefore the list was not prioritized.

Will Carter wants to speak about "who's your daddy" who's in charge, who do you report to?

Marshia Herring: What do you think it is?

Will Carter presented the last stated flowsheet.

CM Sweetin: As an advisory council, you want to know how much power you have to enforce.

Will Carter: That is part of it, but in Marin, the Advisory Council acts more as an auxiliary to DHHS which makes it more of a conflict of interest. With prioritization, people cannot be the same people that control and distribute the funds.

Rebecca Smith stated that the flowsheet was based on the limited knowledge at that time but that roles have been better resolved: the Advisory Council is the entity that does have the power.

Elyse: That's one thing the Marin Council needs to change: so new roles and responsibilities flowchart should be created and brought back to this group.

Will Carter: DHHS sees the Marin Advisory Council as the entity that creates recommendations of prioritization to the SF Council; that the Marin Council works as a mirror image of the San Francisco process.

Will Boemer: agreed that the flowsheet is outdated and needs to be updated

Will Carter: the importance for this to be clarified is that some agencies provide case management so clients that want to go to the food bank must sign up for case management before being able to go to the food bank.

Marshia Herring: That has been seen and will be corrected.

Will Carter: Yes, but he was told that this was to happen in July and it will be a computer system that is Reggie-like: if the Advisory Council is supposed to represent all of the providers then that is not an okay role for the Advisory Council.

Ellen Sweetin: So a "job description" is needed: not who should be there but a full explanation of all of their roles and responsibilities for all members beyond prioritization.

Marshia Herring: Reggie was created by working with a group of providers, then results would be taken to large groups and that process took longer than a year, not a couple of months.

Dorothy Kleffner: Discussed that she has an issue that consumers have never been advised about this new database as well as provider input.

Charles Siron: Upset that none of the 18 items have been discussed as of yet; just keep hearing of different situations all the time; asked what does Marin really want?

Rebecca Smith: Sounds like there needs to be a fleshing out of roles and responsibilities: the bylaws committee has been looking at roles and responsibilities of DHHS and the Advisory Councils; it is something that is going to be gone over during their next meeting and she can bring a copy of that to this group's next meeting: Also stated that she would begin working on redoing the flowsheet.

Wade Flores: There is a trust issue based on the way funding was dispersed in the past because it was not done the way it was expected.

Ellen Sweetin: Addressed CM Siron regarding the discussion that has been taking place has been hitting many of the points on the list and especially #1 of the Mission Statement: Suggested that Marin create something in writing as to how they would like/wish for things to be instead of just talking about how things were and how things could be; It's not so much about having support for us to do the work, it's stating exactly what the Planning Council should know about and not focus on how to go about getting to this conclusion.

CM Siron: The only EMA is in SF so Marin and San Mateo have to speak up for themselves or else San Francisco will take power away.

CM Graham: stated that she didn't feel that this is the forum to have this discussion although she does feel that the issues of Marin are important but that we are spiraling downwards; 1.the grievance procedure; 2. Sunshine ordinance; 3. What to do when things go awry?

CM DiCrocco: This meeting should be about helping you set up your council, and the structure instead of discussing particular issues of Marin and trying to help find solutions for them.

Will Carter: Addressed CM Siron's comments, and was distressed at the "threat" of San Francisco taking away their power.

CM Siron responded, and clarified that what he meant by "power" was self-empowerment; by going to meetings and taking part and speaking up; and the trust between Marin and DHHS is between you guys and it isn't something that we need to be involved in.

Will Carter: Clarified that he was not trying to dump on DHHS; just not happy with the process that has been put in place: Stated that Rebecca Smith's statements were the most illuminating; this process is hard and all they keep doing is knocking their heads against the wall for the last year.

Jack Newby: the use of examples can go on endlessly and no work gets down: suggests creating a document to present to this council to work from instead of just discussing things.

Ellen Sweetin: agreed with Jack; and feels that this relates to the issue of support and of course San Mateo and Marin Counties don't want to be micro-managed; technical assistance would be ideal from the Council to help facilitate meetings with DHHS and consumers.

Marshia Herring: Offered to work on the grievance procedures.

CM Graham: Grievances related to funding; if Marin gets stuck does it go to San Francisco?

Marshia Herring: suggested that she follow Jack's suggestion of taking this back to the Full Council and

creating recommendations to bring back to this group.

CM Graham: feels that they have gone through a process of creating a wish list and it didn't get them to move forward.

CM Siron: a wish list doesn't mean that you get whatever you want.

CM Sweetin: What is the relationship we want with DHHS? How do we want to be able to provide the best care we can for our consumers? Who do we want at the table? Basically ... what works for you guys? What kind of response do you want from DHHS? And when something goes wrong, how do you want it resolved?

CM Kleffner: but that is what happened last fall and we created this whole world and then were told that you need to be connected to the CARE Act, but it feels that a lot was accomplished today and that trust can be created.

Marshia Herring: suggested going back to the grievance procedure.

CM Graham: stated that their group would get together and create a draft to bring back to this group.

Wade Flores: We are working with this Council and starting from scratch again; we aren't here just to gripe, we really are trying to serve the people of Marin and that although discussions have gone around and around it really has been helping Marin and they are making headway.

Rebecca Smith: stated understanding that the group has needed to be restructured and has much work to do; so wants all to keep that in mind that it is a tricky balance and will hopefully will start slowing down after this next prioritization; thanked Will for bringing up the database issue and that it is absolutely crucial that providers and consumers play a role in the creation of that database; Will looking at that piece of the by-laws be helpful?

Will Carter: Yes, because what is sorted out with the by laws will be a good place to begin.

CM Siron: knows that consumers in Marin are doing all the work and knows how frustrating and difficult it can be given that he too is a consumer and personally knows what they are going through.

Sweetin: Mentioned that the group was off the agenda: the first 7 of scope of work we are skirting around and 13 is a primary issue; can we commit to coming back to the next meeting with answers to these issues? She will take on San Mateo, and asked Marshia to lay out what #9 on agenda for the next meeting;

Marshia agreed to do that.

Group has agreed to this process.

Will Carter: reiterated what CM Sweetin suggested: bring a document back addressing all of the 18 points.

All happily agreed to this process.

Marshia Herring: Asked for clarification of #2 "rules" and group agreed that it should be "roles".

Jack Newby: Stated that CARE Council and Co-chairs really need to get together to discuss how agendas are best created.

Rebecca: stated the Marin Advisory Board meets the first Wednesday of every month.

CM Sweetin: asked the group to adjourn early; group agreed.

Meeting adjourned at 6:50pm

7. Structure of Working Group

The group will review and discuss the structure of working group:

- *Issues and concerns as indicated by group members*

8. Determine Planning Council Reporting Responsibilities

The group will continue discussion of Planning Council Reporting Responsibilities

9. Determine Grantee Reporting Responsibilities

The group will discuss Grantee reporting responsibilities and define the relationship between DPH and

the counties.

10. Council Support for the Counties

The group will discuss Council Support trainings offered in the Counties as well as Council Support dollars for County groups' food and supplies.

12. Next Meeting Date & Agenda Items

Next Meeting Date on June 15, 2005. Include same agenda items.

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DRAFT Group
May 18, 2005

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- San Francisco  
= HIV Health Services Planning Council  
= Counties Working Group Draft MINUTES  
Wednesday June 15, 2005  
25 Van Ness Ave, Room 330A  
5:30-7:30 p.m.

**Committee Members Present:** Ellen Sweetin (Co-chair), Will Boemer, Dorothy Kleffner, Will Carter, Wade Flores, Sparkie Spaeth, Charles Siron, Marsha Herring, Elyse Graham  
**Committee Members Absent:** San Francisco (Co-chair) because Walter resigned, Bill Blum, Don Soto, Laura Thomas, Randy Allgaier  
**Others Present:** Raymond Banks  
**Council Support Present:** Jack Newby, Hyla Breidenbaugh

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JUN 24 2005

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**1. Introductions**

Introductions were made

**2. Review/Approve Agenda**

The agenda was reviewed. It was decided to discuss the meeting date.

**3. Review and Approval of Minutes- May 18, 2005**

The minutes were reviewed and the amount of details in the minutes was discussed. The *May 18, 2005* minutes were amended and approved.

**4. Announcements**

Richard Banks from Outreach would like to get a list of HIV Agencies in the different counties. His email is [plancoun94109@yahoo.com](mailto:plancoun94109@yahoo.com). Members will try to help as soon and as much as they can and will be in touch with him. CM Carter asked about the amended minutes. Will was welcomed. The Marin Health Care District is going to put Wade on their agenda. Walter Miller resigned.

**5. Public Comment**

None

**6. Define the Scope of the Working Group (Continued)**

- Walter Miller resigned, so a new co-chair is needed for San Francisco. A discussion of what the group should be working on as a Working Group followed. Roles, expectations and levels of support documents including goals and agreements from the different counties were discussed.
- Question #1 refers to the following:
  - Who is responsible for support of the advisory groups in each county? & What is support?
  - CM Sweetin reported on what and how San Mateo County has been working. (See report from Sweetin titled: Responses to Issues San Mateo County.) Legality issues regarding grantee and fund issues were discussed.
  - Marin County Planning Council explained the way they are currently working. Practical support is done by the County of Marin. Marin council plans to work with the Trainings through the San Francisco council. The work that the council is doing is over burdening the county. Marin attends the council meetings, but they are not members. As the committees grow, Marin just doesn't have the staff to stay in compliance. Next, an option of getting the Marin Planning Council more administrative support was discussed.
  - CS Newby explained that there are three modules that can be followed, two in SF and one in Riverside County. Local advisory groups versus the county DPH were discussed.
  - What levels of support are needed and how the question was understood by the different council members was discussed. There were different ideas of what "support" meant. There was concern that all three counties have to have the same structure and that would not be possible. CS Newby suggested that the group re-evaluate structure.



- The San Mateo Planning council can not make any mandates to the county, however the planning council can ask for the county to make priorities.
- Marin discussed consumers and the need in Marin to include consumers because of how the structure has been in the past.
- Training is already set up in San Francisco and Marin would like to go forward and work with San Francisco.

**7. Structure of Working Group**

- The group reviewed and discussed issues and concerns about the structure of the working group. The kind of structure that the group has now was discussed and then they tried to figure out what is needed.
- The Marin balance of power was discussed. CM Sweetin tried to explain the planning council contracts and sub contracts the different entities. Marin is trying to mirror San Francisco's structure.
- The relationship between DHHS and the Marin Advisory Council was asked.
- CM Sweetin proposed a subgroup of a representative of San Mateo and Marin meet with Jack Newby to work on structure further. The group will consist of Ellen Sweetin, Dorothy Kleffner, Charles Siron and Jack Newby.

**8. Determine Planning Council Reporting Responsibilities**

Not Discussed.

**9. Determine Grantee Reporting Responsibilities**

Not Discussed.

**10. Council Support for the Counties**

Not Discussed.

**11. Next Meeting Date & Agenda Items**

June 29<sup>th</sup>

Agenda items will be #6 Define the scope of the working group and #7 Structure of Working group. Future issues will be discussed if there is time.

= HIV Health Services Planning Council  
 = Counties Working Group Draft AGENDA  
 Wednesday June 29, 2005  
 25 Van Ness Ave, Room 330A  
 5:30-7:30 p.m.

JUN 24 2005

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| <u>Item</u>                                                                                                                                                                                                   | <u>Presenter</u> | <u>Time</u> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| 1. Introductions                                                                                                                                                                                              | Group            | 5:30        |
| 2. Review/Approve Agenda                                                                                                                                                                                      | Group            | 5:33        |
| 3. Review and Approval of Minutes <i>June 15, 2005</i>                                                                                                                                                        | Group            | 5:35        |
| 4. Announcements                                                                                                                                                                                              | Group            | 5:40        |
| 5. Public Comment                                                                                                                                                                                             | Public           | 5:45        |
| 6. Co-Chair Nominations – VOTE<br><i>The group will nominate candidates and vote for San Francisco co-chair of the working group.</i>                                                                         | Group            | 5:50        |
| 7. Structure of Relationship Between Counties and the Planning Council<br><i>The group will review and discuss the structure of the relationship between the Counties and the Planning Council.</i>           | Group            | 6:10        |
| 8. Working Group Next Steps<br><i>The group will continue the discussion to define its scope of work, and next steps to complete it.</i>                                                                      | Group            | 7:10        |
| 9. Next Meeting Date & Agenda Items                                                                                                                                                                           | Group            | 7:30        |
| <ul style="list-style-type: none"> <li>• Determine Planning Council Reporting Responsibilities</li> <li>• Determine Grantee Reporting Responsibilities</li> <li>• Council Support for the Counties</li> </ul> |                  |             |

HIV Health Services Planning Council  
 730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office  
 25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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= HIV Health Services Planning Council  
= Counties Working Group Draft MINUTES  
Wednesday June 29, 2005  
25 Van Ness Ave, Room 330A  
5:30-7:30 p.m.

**Committee Members Present:** Ellen Sweetin (Co-chair), Randy Allgaier, Dorothy Kleffner, Will Carter, Wade Flores, Sparkie Spaeth, Charles Siron, Elyse Graham

**Committee Members Absent:** Bill Blum, Will Boemer

**Others Present:** Russ Zellers

**Council Support Present:** Jack Newby, Hyla Breidenbaugh

DRAFT

**1. Introductions**

CM Sweetin called the meeting to order and the group introduced themselves.

**2. Review/Approve Agenda**

The agenda was reviewed and time was added. The agenda was approved by consensus with amendments.

**3. Review and Approval of Minutes-June 15, 2005**

The June 15<sup>th</sup> minutes were reviewed and approved by consensus with changes.

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**4. Announcements**

None

**5. Public Comment**

None

**6. Co-Chair Nominations – VOTE**

CM Siron nominated himself. CM Siron was unanimously voted in as the new San Francisco Co-Chair.

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**7. Structure of Relationship Between Counties and the Planning Council**

The group reviewed the draft document, written by Jack Newby, titled *Relationship between Planning Council, Marin and San Mateo Counties*. The draft document from Planning Council Support discussed the structure of the relationship between the Counties and the Planning Council. CS Siron took charge of the meeting by stating whose turn it was to talk and suggested for each person to say whether they were for the Structure of Relationship draft document or against it.

• **Objections** to the Structure of Relationship draft document

CM Sweetin of San Mateo County-objects to the relationship report, because it doesn't make a great deal of sense to have the counties do all of the reporting. CM Sweetin stated that San Mateo HAC is in line with HRSA priorities. She was concerned that a county may decide to go in a different direction and this "superstructure" would not allow for leeway.

CM Sweetin was concerned that the document would disrupt the relationship between the San Mateo County DPH and the advisory Council. She feels that it is demanding a structure and doesn't think there is a requirement for the counties to be identical. She would prefer that the Council just ask what they are already doing. She doesn't think they function independently, because no one votes on the advisory Committee. She is worried that when she talks to the San Mateo DPH about this, that they will wonder why the relationship has to change.

• **Agreements** to the Structure of Relationship draft document

CM Allgaier of San Francisco County is for it, because the SF Planning Council has to assure that the counties are in compliance with The Ryan White Title I CARE Act.

CM Kleffner of Marin County is in favor because there has to be some legal compliance.

CM Spaeth is for it, because it gives Marin County HAHSAC the structure for how to comply.





CM Carter of Marin County is also in favor. He asked for clarity regarding San Mateo County following the reporting procedure outlined in A through F, because he didn't understand what CM Sweetin was talking about.

CM Allgaier explained that the EMA's perspective is that the Planning Council has to hold the three counties accountable for compliance with Title I. If one county is out of compliance, the entire EMA is out of compliance. There can not be a different compliance for individual counties. He then explained that he understood that CM Sweetin doesn't want to fix what isn't broken, but it is the Planning Council's duty to make sure that the EMA resource allocation prioritization meets HRSA requirements.

CM Graham of Marin County is in favor and hopes they can all work together to get to where they need to be.

Discussion continued.

CS Newby mentioned the contract and explained what it means. HRSA does require an MOU. He is trying to stay out of the authorship, but this document tries to determine what the Ryan White Care Act actually means.

CM Allgaier addressed resource allocation as the unnamed problem. He then explained that as long as a CARE-like council approves them, then they are fine. The Planning Council has to make sure it is working well so that they can sign off on the letter to HRSA each year, but that there is leeway for local issues. They want the local counties to have flexibility.

CM Kleffner addressed the fact that *Independence* is fundamental to the principle of the whole CARE act, so it is important to her to hear from that advisory group.

CM Spaeth was concerned about language details, because there are people in Marin County who will hold them to the exact wording and therefore it needs to be clarified so that it is a group effort.

AO Zellers explained the intent is to make sure there is local input into how the local funds are spent.

It was decided to go through the document per each section and discuss language.

I. Introduction-The wording was changed.

II. Formation of Local Planning Bodies-wording was changed in first paragraph.

#1.

CM Sweetin mentioned that the board of supervisors of San Mateo County might have a problem with changing the bylaws, but that she can not speak for them. A discussion of who wrote their bylaws or where they came from was discussed.

CM Graham thinks it is perfect the way it is and CM Carter-thinks it works for them.

CM Allgaier-suggested using the word strive to give leeway, but it was not agreed to.

The majority agreed to leave it the way it is.

#2

The wording was discussed and it was decided that "planning bodies" will be changed to "Local Planning Advisory Group", and local grantee will be changed to local health department throughout the whole document. No other changes.

#3

Adding "or other contractual obligations" was discussed. Adding the Sunshine ordinance was discussed. Whether or not the public has the right to see these documents was mentioned. The Brown Act was also discussed and if it covers the same thing as the Sunshine Ordinance. It was suggested and agreed to come back to this after researching the Brown Act a little more.

#4 no changes

#5 no changes

#6 no changes

III. Reporting to San Francisco HIV Health Services Planning Council-

The amount of reports and due dates was discussed. CM Allgaier mentioned that the dates had to do with reporting to HRSA. CM Sweetin wanted to know why they have to do another report when they already report to DPH, because the amount of reporting seems to be redundant.

Responsibility was discussed. AO Zellers explained that they want the advisory groups to come at least once a year and it can not be done by the DPH. It was decided to park this discussion and come back to it another time.



#1

CM Carter would like to see this working group continue to meet 4 times a year instead of giving it over to the Steering Committee. He doesn't trust that the commitment to the counties will be there without meeting. CM Kleffner added that the Steering Committee is too big to bring it up to them and another quorum is needed. AO Zellers explained that the idea of these local groups is that they would take care of themselves. CC Siron added that this group is already an ad-hoc Committee and the Steering Committee would not agree to another committee. CM Allgaier mentioned that this is a short-term working group to resolve an issue and that operationally adding another committee might not be useful even if it is practical. CM Spaeth can not continue with a regular meeting group. CM Carter doesn't trust the Steering Committee or the Council because they are just too high powered. A discussion regarding who is going to make sure the reports are turned in, and how to make sure that this stuff happens followed. CM Kleffner was afraid that the counties group would fall apart because of the attention span. CM Allgaier agreed that maybe they should keep the working group continuing on a bi-annual basis. CM Sweetin thinks that the Council needs to drive north or south and come see what the counties are doing. CS Newby agreed that the Council has a short term memory statement is valid. The Planning Council is creating a structure that never existed before so things don't fall through the cracks, because that is the history of the Council.

A discussion regarding Council members attending county meetings was discussed. It was decided that it would not be a good idea in San Mateo County, but that Marin County is having their meeting July 6<sup>th</sup>, but this won't be on the agenda until August. CM Sweetin said it might be possible to take the document to San Mateo executive board.

#### **8. Working Group Next Steps**

The group will continue the discussion to define its scope of work, and next steps to complete it.

#### **9. Next Meeting Date & Agenda Items**

July 20<sup>th</sup> 5:30-7:30pm, 25 Van Ness, Room 330A

Tabled Items:

- Determine Planning Council Reporting Responsibilities
- Determine Grantee Reporting Responsibilities
- Council Support for the Counties

CC Siron Adjourned the meeting at 7:33 PM.



HIV Health Services Planning Council  
 Counties Working Group Draft Agenda  
 Wednesday, July 20, 2005  
 25 Van Ness Ave, Room 330-A  
 5:30-7:30 p.m.

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| Item                                                                                                                                                                                                          | Presenter | Time |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|------|
| 1. Introductions                                                                                                                                                                                              | Group     | 5:30 |
| 2. Review and Approval of Agenda                                                                                                                                                                              | Group     | 5:33 |
| 3. Review and Approval of Minutes- <u>June 29, 2005</u>                                                                                                                                                       | Group     | 5:35 |
| 4. Announcements                                                                                                                                                                                              | Group     | 5:40 |
| 5. Public Comment                                                                                                                                                                                             | Public    | 5:45 |
| 6. Structure of Relationship between Counties and the Planning Council (Continued)                                                                                                                            | Group     | 5:50 |
| <i>The group will continue to review and discuss the structure of the relationship between the Counties and the Planning Council.</i>                                                                         |           |      |
| 7. Working Group Next Steps                                                                                                                                                                                   | Group     | 6:25 |
| <i>The group will continue the discussion to define its scope of work, and next steps to complete it</i>                                                                                                      |           |      |
| 8. Items Pending for Discussion                                                                                                                                                                               | Group     | 7:00 |
| <i>The group will discuss the following items, as time permits, or move to next month's agenda:</i>                                                                                                           |           |      |
| <ul style="list-style-type: none"> <li>• Determine Planning Council Reporting Responsibilities</li> <li>• Determine Grantee Reporting Responsibilities</li> <li>• Council Support for the Counties</li> </ul> |           |      |
| 9. Next Meeting Date & Agenda Items                                                                                                                                                                           |           |      |
| <i>The next Counties Working Group is scheduled for August 17, 2005</i>                                                                                                                                       |           |      |
| Adjournment                                                                                                                                                                                                   |           | 7:30 |

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HIV Health Services Planning Council  
 730 Polk Street San Francisco, CA 94109

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 25 Van Ness Avenue, 5th floor, San Francisco, CA 94102



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- San Francisco  
= HIV Health Services Planning Council  
= Counties Working Group Draft AGENDA  
Wednesday July 20, 2005  
25 Van Ness Ave, Room 330A  
5:30-7:30 p.m.

**Committee Members Present:** Ellen Sweetin (Co chair), Will Boemer (Co-Chair), Charles Siron (Co-Chair), Will Carter, Wade Flores, Elyse Graham, Dorothy Kleffner, Sparkie Spaeth

**Committee Members Absent:** Randy Allgaier, Bill Blum

**Other Council Members Present:** Raymond Banks

**Other Present:** Michelle Long, Marshia Herring

**Council Support Present:** Jack Newby, Hyla Breidenbaugh, Richard Bargetto

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AUG 15 2005

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**1. Introductions**

CM Siron started the meeting with introductions at 5:39 pm.

**2. Review/Approve Agenda**

The group reviewed and approved the agenda.

**3. Review and Approval of Minutes-June 29, 2005**

The group reviewed and approved the *June 29, 2005* Minutes with the following amendment:  
Changed DPH to Advisory Council.

**4. Announcements**

Wade Flores announced that there is a new website, [www.Ourlifeinmarin.com](http://www.Ourlifeinmarin.com) for the LGBT and HIV/AIDS communities of Marin. The Canal Community people need help. They would like a presentation and they need people who can speak their language. CM Flores asked for input from other Council Members about how to help this group.

CM Kleffner asked about data from Marin.

CM Siron mentioned the response from HRSA.

**5. Public Comment**

None

**6. Response from HRSA**

The group started a discussion about the response from HRSA.

CM Sweetin talked about how the draft document "Relationship Between Planning Council, Marin and San Mateo Counties", is a waste of time.

The response from HRSA came from a conference call with Officer Lorenzo Taylor and the Planning Council.

CS Newby mentioned the Steering Committee would like for the working group to have whatever they are working on done by September.

CS Newby discussed the Advisory Councils' active role with the Planning Council versus being contractors.

CM Kleffner believes the Planning Council needs an agreement, but does not think it can be done by September, because there are a lot of other issues.

Michelle Long thought that the answers would help the working group, but it does not speak to the terms and conditions in the "Relationship Between Planning Council, Marin and San Mateo Counties". There are costs around the SF EMA structure that San Francisco is budgeted for, but there are budget issues for Marin and San Mateo counties around this structure because it will cost a lot.

Marshia Herring mentioned that the two counties operate very differently and to let the counties decide the relationship they would have with the CARE Council. They can have their own MOUs.



The group talked about how San Mateo runs and how different the three counties are in how they operate. There seems to be issues within Marin County Planning Council members, but the Counties Working Group does not seem to be the place to discuss those issues. Consumers, providers and accountability in Marin County were talked about. How the Counties Working Group came about was discussed.

CM Carter mentioned that he is not concerned with what San Mateo is doing, just what Marin is doing. The problem is following the San Francisco model.

There is a crisis in the Canal Community because they are not getting help from the County of Marin. Marin County can't push people into San Francisco.

The group talked about the importance of consumers needing to have a voice in discussions. The Marin Advisory Council has a conflict of interest. There seems to be a problem with the providers and the consumers. They have a preliminary structure in Marin County that will fall apart, it seems, if the Council is not involved. More people with HIV need to be on the Marin Advisory Council.

Michelle Long mentioned that after hearing the working group's discussion, she realized that the draft document is needed, but that it just needs to be loosened up. To get her point across, she asked the group, "What if you were not there anymore and there was a crisis, would San Mateo consumers know where to go?" There needs to be some kind of structure to guide the future people. Making sure that there is a grievance procedure and the level of detail in the document was discussed.

Michelle Long suggested going back to the document and reviewing it.

Marshia Herring mentioned the document that San Mateo County Advisory Committee had written regarding how they have been functioning.

The group discussed who is responsible for overseeing that the county advisory committees operate correctly. Whether there should be a grievance procedure or if the Council should be keeping an eye on the counties was talked about. Again the question was raised about future people and how can the Council trust them without any guidelines.

CM Banks stated that, "Since we are all members of the same EMA, then we are all responsible."

The issue of how to make the guideline client/consumer centered and how it concerns the whole EMA was also talked about.

Michelle Long suggested that the document needs to be looked at and suggested that maybe the MOU for Marin be III and IV but not as detailed as the MOU for San Mateo.

## **7. Structure of Relationship Between Counties and the Planning Council**

The group reviewed and discussed modifications to the document outlining the structure of the relationship between the Counties and the Planning Council.

### **II. Formation of Local Planning Advisory Groups**

- Less detail was discussed.

### **III. Reporting to San Francisco HIV Health Services Planning Council**

Not holding up the process just because one person doesn't like it was talked about.

- Adding a general statement that if there was an issue, the Planning Council can request additional reports from the advisory groups as needed by the CARE Council.

#### **1. Reports sent to the Steering Committee**

There was concern that the Steering Committee wouldn't have time for the counties. Michelle Long mentioned that it should go to the Steering Committee because that is their job.

#### **2. Reports**

CM Sweetin feels that it is a waste of time and effort.

CM Kleffner talked about how CS Newby explained the reports.



Including demographics on the reports was discussed.

Points 2 and 3 should be combined.

CM Kleffner would like to add another line about alternative sources of funding.

**It was decided that points 2 and 3 would be combined and the word *regular* would be taken out.**

E: **Changed to read: A report on the process and data utilized....**

F. No changes

G. No changes

H. No changes

I. Summary of Providers

What is really being asked a list of providers or whether it is the name of the provider, was discussed.

**It was decided that item I. is asking for a summary of Ryan White services provided in the county.**

#### **IV. Shared Responsibilities**

Too detailed.

Eliminating 1, 2 & 3 was discussed.

**It was decided to eliminate 1, 2 & 3.**

Local grantee language should be removed.

#### **Quality Management**

Michelle Long tried to explain quality management.

**It was decided to take out the Quality Management section.**

#### **V. Responsibilities of the San Francisco HIV Health Services Planning Council**

1.-No changes

2.-No changes

3. ~~take out~~ *be encouraged to*

4. Making every effort was discussed. *On the Planning Council will be added at the end.*

5. Why the whole Council should meet in the other counties was discussed. It was mentioned that consumers might actually come to the meeting. The reality of people actually coming to the meeting was discussed. A different kind of meeting, having a forum was talked about. Michelle Long stated that she didn't understand why the counties were so opposed to the idea.

#5 was approved the way it is.

#### **8. Working Group Next Steps**

The group tried to define its scope of work, and next steps to complete it but they ran out of time.

#### **9. Items Pending for Discussion**

The group did not discuss the following items because there was not enough time:

- Determine Planning Council Reporting Responsibilities
- Determine Grantee Reporting Responsibilities
- Council Support for the Counties

#### **10. Next Meeting Date & Agenda Items**

The next Counties Working Group is scheduled for August 17, 2005.

- Everyone should come to the meeting with wording
- Financial support with the counties
- There is a deadline to get this done.

One of the co-chairs needs to go to the Steering Committee before the August meeting.

**Adjourned 7:35 pm.**





AUG 15 2005

San Francisco  
**HIV Health Services Planning Council**  
**Counties Working Group Draft AGENDA**  
**Wednesday August 17, 2005**  
**25 Van Ness Ave, Room 330B**  
**5:30-7:30 p.m.**

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7-10-05 11:11 AM

| <u>Item</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | <u>Presenter</u> | <u>Time</u> |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| 1. Introductions                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Group            | 5:30        |
| 2. Review/Approve Agenda                                                                                                                                                                                                                                                                                                                                                                                                                                                            | Group            | 5:33        |
| 3. Review and Approval of Minutes- <i>July 20, 2005</i>                                                                                                                                                                                                                                                                                                                                                                                                                             | Group            | 5:35        |
| 4. Announcements                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Group            | 5:40        |
| 5. Public Comment                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Public           | 5:45        |
| 6. Steering Committee Report<br><i>The Co-chairs will present a report back from the Steering Committee activities and discussions.</i>                                                                                                                                                                                                                                                                                                                                             | E. Sweetin       | 5:50        |
| 7. Structure of Relationship Between Counties and the Planning Council-<br>VOTE<br><i>The group will continue to review and discuss modifications to the document outlining the structure of the relationship between the Counties and the Planning Council and vote to approve the document.</i>                                                                                                                                                                                   | Group            | 5:55        |
| 8. Working Group Next Steps<br><i>The group will continue the discussion to define its scope of work, and next steps to complete it.</i>                                                                                                                                                                                                                                                                                                                                            | Group            | 6:20        |
| 9. Determine Planning Council Reporting Responsibilities<br><i>The group will discuss Planning Council Reporting Responsibilities.</i>                                                                                                                                                                                                                                                                                                                                              | Group            | 6:40        |
| 10. Determine Grantee Reporting Responsibilities<br><i>The group will discuss Grantee Reporting Responsibilities.</i>                                                                                                                                                                                                                                                                                                                                                               | Group            | 7:00        |
| 11. Council Support for the Counties<br><i>The group will discuss Council support for the Counties.</i>                                                                                                                                                                                                                                                                                                                                                                             | Group            | 7:15        |
| 12. Working Group Member Agenda Requests <ul style="list-style-type: none"> <li>Calendars update - Presentation of the next few years calendars for the counties</li> <li>Quality of care issues - who is responsible for enforcing the Standards of Care for the EMA within the outlying counties.</li> <li>An initial discussion of inter-county barriers to care. What sorts of barriers to care were created when we isolated the counties from the rest of the EMA?</li> </ul> | Group            | 7:25        |
| 13. Next Meeting Date & Agenda Items                                                                                                                                                                                                                                                                                                                                                                                                                                                | Group            | 7:30        |

HIV Health Services Planning Council  
 730 Polk Street San Francisco, CA 94109

San Francisco Department of Public Health, AIDS Office  
 25 Van Ness Avenue, 5th floor, San Francisco, CA 94102

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San Francisco  
HIV Health Services Planning Council  
Counties Working Group Draft MINUTES  
Wednesday August 17, 2005  
25 Van Ness Ave, Room 330B  
5:30-7:30 p.m.

**Committee Members Present:** Ellen Sweetin (co-chair), Will Boemer (co-chair), Charles Siron (co-chair), Randy Allgaier, Will Carter, Wade Flores, Dorothy Kleffner, Elyse Graham

**Committee Members Absent:** Bill Blum, Sparkie Spaeth

**Other Council Members Present:** none

**Council Support Present:** Jack Newby, Skot Jonz

**Others Present:** none

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SEP 15 2005

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## 1. Introductions

Co-Chair Siron called the meeting to order and those present introduced themselves.

## 2. Review/Approve Agenda

The group reviewed the agenda. The following changes were suggested: Item 9 and 10 removed from the agenda as they have been incorporated into the Relationship Between Counties and the Planning Council document. With those changes, the agenda was approved by consensus.

## 3. Review and Approval of Minutes-July 20, 2005

The group reviewed the minutes from July 20, 2005. The following changes were requested: CM Sweetin asked for a change to agenda item 6 regarding her comment to change "waste of time" to "unnecessary based on HRSA response." CM Kleffner requested an addition to her announcement to read "CM Kleffner asked about remaining Needs Assessment data from Marin."

With those changes, CM Siron moved to approve the minutes. CM Graham seconded. The minutes were approved by consensus.

## 4. Announcements

Wade Flores announced that the Marin Advisory Council officially adopted their by-laws.  
CM Allgaier announced that there is a hearing on September 21 regarding CARE Act reauthorization.

## 5. Public Comment

There were no public comments.

## 6. Steering Committee Report

*The Co-chairs will present a report back from the Steering Committee activities and discussions.*

Co-chair Sweetin provided a report on Steering Committee activities and discussions since she had attended the meeting. She discussed that there was considerable discussion about this working group to wrap up its business. She explained that the completion of the relationships document is the primary task, to be completed next month, with the flexibility to have it completed in October. The task would be in October to create a document that lists other issues that need to be addressed and Steering Committee would determine how to address those supplementary issues. The maximum time to present to full Council at the October meeting is the expectation. CM Allgaier added that the date for ending this group was not arbitrary, but that it was set up based on the end of the Council work year. The group discussed that there was some doubt that an end-date had been established at the beginning, and perhaps in the future it would helpful to have this clarified if the Council expects a working group to complete its work in a set amount of time. CM Kleffner added that she has resigned herself to let go of some issues and will seek other ways to resolve them.

Co-chair Boemer stated that he assumed that the group was to meet for a finite time, but did not recall a defined end-time.

CM Siron agreed that there should be a timeline for completion of tasks and will mention this to Steering Committee.



Will Carter communicated his concern that the function of the document has changed and it has evolved into a policy document.

Group discussed.

Co-chair Sweetin mentioned the other discussions at Steering Committee, primarily the upcoming Prioritization meeting.

CM Graham agreed that now would be a good time to switch responsibility back to Marin County to begin making its own decisions and take up its own issues, if a road-block comes up, now there is an established relationship to reach out for assistance.

CM Allgaier commented that everyone in the room is committed to community planning processes, and encouraged people to write their congress-people to request that planning bodies be voluntary with no authority.

Will Carter asked for a point of information.

CM Allgaier agreed to discuss specifics with Mr. Carter after the meeting.

## **7. Structure of Relationship Between Counties and the Planning Council- VOTE**

*The group will continue to review and discuss modifications to the document outlining the structure of the relationship between the Counties and the Planning Council and vote to approve the document.*

Co-Chair Siron reviewed what was discussed at the last meeting regarding this document, and opened the matter for discussion.

CM Kleffner asked for clarification regarding who will enforce the standards of care, and the process.

Group discussed that it is the grantee's responsibility since it is in the contract. Marin has not developed its own standards of care and is using the EMA standards.

CM Allgaier discussed that Standards of Care are not enforceable, and are used to decide if someone will receive a contract. CM Allgaier explained how this works.

CM Sweetin explained the process in San Mateo of representatives asked to be contract monitors.

CM Kleffner asked who she would bring something to the attention of if something is not working.

Jack Newby explained that talking about specific contractors is the one clear restriction. If someone is displeased with a service they should go to the County contract monitor. Provider relations and standards of care are solely a grantee responsibility. The Planning Council cannot go to a specific provider since it does not have this information.

CM Spaeth suggested that consumers can go to the Health Department and there is a clear grievance procedure.

CM Allgaier added that if a client has a complaint with a specific provider, there is a process to begin with the grievance of the agency itself, then to the County level, and if necessary proceed to SF DPH.

Wade Flores asked whether there is a conflict of interest between the County and an agency it needs to investigate.

Group agreed that this was not the case, since the County is supposed to ensure that the contractors are doing the job they are paid to do.

CM Kleffner reiterated that standards of care do not belong in the relationship document.

CM Graham added that it is more helpful to bring a complaint as a service category issue rather than a complaint against a specific service provider.

CM Kleffner discussed her concern about the lack of funding for advanced ambulatory care for opportunistic infections.

CM Siron asked if there was additional discussions or questions about the document.

CM Siron moved that this document "Relationship Between Planning Council, Marin and San Mateo Counties" be recommended to the Steering Committee in September for discussion, which will go before the full Planning Council in September.

CM Graham seconded.

Group voted on the motion.

YES: 8

NO: 1

The motion for recommending the document to Steering Committee passed.

## **8. Working Group Next Steps**

*The group will continue the discussion to define its scope of work, and next steps to complete it.*

CM Graham suggested that deciding an end-date would be a good next step.

CM Siron asked if this working group was willing to go on until October.  
Group discussed.

CM Kleffner asked about the calendar year budget year item, being in synch with the prioritization process of San Francisco. Group discussed that this should be resolved within Marin, since San Mateo is already in synch. Another issue identified includes deciding on Council Support for the Counties.

CM Siron asked if anyone had other issues.

Jack added that some of it could be addressed within the document, and he pointed to the presentation scheduled for the prioritization process. Implicit in that is for the counties to decide on a date that they do that.

#### **9. Determine Planning Council Reporting Responsibilities**

*The group will discuss Planning Council Reporting Responsibilities.*

[This item removed from the agenda as the details are incorporated into the document.]

#### **10. Determine Grantee Reporting Responsibilities**

*The group will discuss Grantee Reporting Responsibilities.*

[This item removed from the agenda as the details are incorporated into the document.]

#### **11. Council Support for the Counties**

*The group will discuss Council support for the Counties.*

Group discussed. Primarily, CM Spaeth asked for this to be included on the agenda because Marin does not have any funding to support the council, for food, outreach, community forums, and so on. The County will provide support administratively, and there will be a health planner provided. But additional support is needed for Marin County.

CM Allgaier requested to inject a dose of reality into the conversation by reminding the group regarding limited funds and perhaps money used this year for needs assessment could be used for Marin County support. He added that the amounts being spent on council support is being scrutinized on a federal level. However, the SF EMA is among the lowest in the country spent on council support. He reviewed the ongoing scrutiny of the allocations for SF Council Support. If this decision regarding Council Support for the counties is made, it needs to be done next week at Prioritization. He suggested an additional \$5-10,000 to support the work of the counties. Jack Newby suggested that the lower figure could be folded into the budget and would not make a huge impact. The goal to solicit consumer input in the Counties is justifiable.

Jack discussed the mechanism to make this happen.

CM Siron asked whether a recommendation to Steering could include that the SF Planning Council should and will support budgetary supplies and expenses for forums for both counties, Marin and San Mateo.

CM Allgaier stated that this is unnecessary if there is a specific line-item in the budget discussed next week.

Jack Newby suggested there would not be a specific item, but rather the amount would be folded into an already existing category.

CM Sweetin asked if something should be stated and written somewhere regarding the mechanism of how the requests are made and how they are carried out and/or approved.

Jack responded by directing ad hoc members to Item V2 on the relationships document, that could have vebiage added specifying this agreement.

CM Allgaier suggested coming up with the language and make an amendment.

CM Kleffner asked for clarification about what these expenses would include.

CM Spaeth listed postage, room rental, business cards, and food for meetings as examples.

Jack added that the language could include an annual cap.

Group discussed.

The specific language of the amendment to Section V.2. shall read:

***Council Support shall also provide reasonable financial assistance to the Counties for consumer-related and general advisory group activities.***

**There was a unanimous agreement to the amendment.**

## **12. Working Group Member Agenda Requests**

- Calendars update - Presentation of the next few years calendars for the counties

CM Spaeth explained the changes with the fiscal year in Marin County, which this year included 18 months. Contracts extended to get everyone on the CARE Council calendar year.

CM Allgaier explained that Marin County is a contractor for the SF grantee, rather than a grantee itself. This explains the use of funds that may seem like rollover or unspent funds.

CM Kleffner asked about the Marin fiscal year that is twenty months.

Group discussed that this might be a question more appropriately addressed to Michelle at HIV Health Services.

## **13. Next Meeting Date & Agenda Items**

The next Counties working group is scheduled to meet September 21<sup>st</sup> after the monthly Steering Committee meeting. The primary suggested item on the agenda is to discuss the response of the Steering Committee regarding the recommendation of the Relationship document. It was agreed that if the Steering Committee passes the document intact, the September Counties Working Group meeting will be cancelled. It was noted that September 21<sup>st</sup> is the same night as the briefing on the CARE Act reauthorization.

CM Siron adjourned the meeting at 6:50 pm.

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SEP 15 2005

— San Francisco —  
 = HIV Health Services Planning Council  
 = Counties Working Group Draft AGENDA  
 Wednesday September 21, 2005  
 25 Van Ness Ave, Room 330B  
 5:30-7:30 p.m.

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**NOTE: THIS MEETING WILL BE CANCELLED IF THE STEERING COMMITTEE APPROVES THE PROPOSAL FROM THE WORKING GROUP.**

| <u>Item</u>                                                                                                                                                                                                                                                                                                                                              | <u>Presenter</u> | <u>Time</u> |
|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------|-------------|
| 1. Introductions                                                                                                                                                                                                                                                                                                                                         | Group            | 5:30        |
| 2. Review/Approve Agenda                                                                                                                                                                                                                                                                                                                                 | Group            | 5:33        |
| 3. Review and Approval of Minutes-August 17, 2005                                                                                                                                                                                                                                                                                                        | Group            | 5:35        |
| 4. Announcements                                                                                                                                                                                                                                                                                                                                         | Group            | 5:40        |
| 5. Public Comment                                                                                                                                                                                                                                                                                                                                        | Public           | 5:45        |
| 6. Steering Committee Report<br><i>The Co-chairs will present a report back from the Steering Committee activities and discussions.</i>                                                                                                                                                                                                                  | E. Sweetin       | 5:50        |
| 7. Structure of Relationship Between Counties and the Planning Council-<br>VOTE<br><i>The group will continue to review and discuss any suggested modifications or changes (from the Steering Committee) to the document outlining the structure of the relationship between the Counties and the Planning Council and vote to approve the document.</i> | Group            | 6:00        |
| 8. Working Group Next Steps<br><i>The group will discuss any final steps needed.</i>                                                                                                                                                                                                                                                                     | Group            | 7:20        |
| 9. Next Meeting Date & Agenda Items                                                                                                                                                                                                                                                                                                                      | Group            | 7:30        |

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**To:** SF\_HIV\_Health\_Services\_Planning\_Council@yahooogroups.com; SF Docs  
**Cc:**  
**Subject:** Counties Working Group Meeting CANCELLED  
**Attachments:**

The Counties Working Group meeting scheduled for Wednesday, September 21<sup>st</sup> has been CANCELLED.

The proposal from the working group will be voted on at the Full Council Meeting on Monday, September 26, 2005.

*Shanti - 30 Years of caring and supporting people with life-threatening illnesses.*

Leah Crask

Administrative Coordinator

HIV Health Services Planning Council

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